



## CITY OF CROWN POINT

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*Mayor*

Mayor's Office of Special Events  
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To: Potential 2010 Mayor's Office of Special Events Volunteers for the St. Patrick's Day Parade  
From: Jennifer Young, Director of Special Events; Laura Janowski, Special Events Assistant

2/9/2010

RE: Volunteer Opportunity Description

### 2010 St. Patrick's Day Parade

Event Day: March 17, 2010

Staging: 3-7:30pm; Parade begins at Dusk

Volunteers are needed to help in the Staging Area of our annual St. Patrick's Day Night Parade. The Parade begins at Dusk and hosts juried entries, emergency vehicles, Band of Brothers Pipes and Drums Band and much more. A Corned Beef and Cabbage dinner will precede the parade in the Crown Point Fire Station, 126 East Street. A volunteer will be assigned to a certain amount of entries to act as a hospitality docent, check them in and prepare to let them know when it is their turn to exit the staging area-when given the call by the Director of Special Events. Additional duties include directing cars through the staging area; kindly minding the crowd; watching spacing throughout the parade route and most of all-having a blast at this annual event that ushers our area out of Winter Cabin Fever. All volunteers will receive a commemorative Event Staff T-shirt and have the opportunity to ride the last float of the parade (our Volunteer Float). We will additionally be decorating the float a day or two before the parade at 4:30pm-assistance and creative ideas are needed.

All schedules are flexible as shifts are needed throughout the event from 2-8:30pm.

Thank you for your consideration of assistance.

Respectfully Submitted  
Jennifer M. Young

cc-Laura Janowski